



Scan the QR code or follow the link below to sign up for the Summer Internship Program!

<https://auth1.dpr.ncparks.gov/jobfair/form.html>



North Carolina State Parks Internship Program

N.C. DIVISION OF PARKS AND RECREATION

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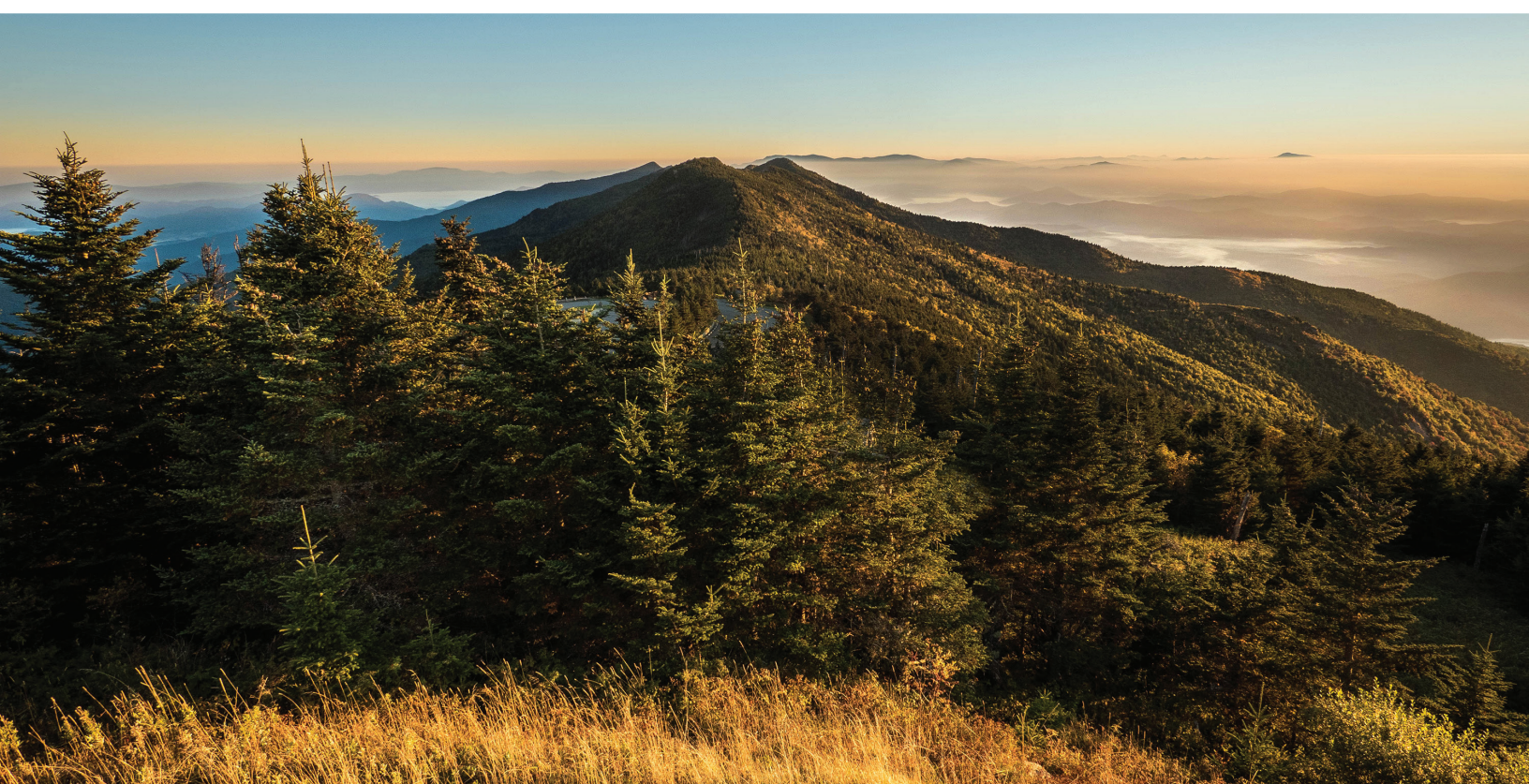


Table of Contents

About North Carolina State Parks	3
Internship Program Overview	4
N.C. State Parks Diversity Mission	5
Job Descriptions	6
Internship Program Details	7
Timelines and Guidelines for Internship Program	8
Evaluations	9
Internship Special Project Presentation Guide	10

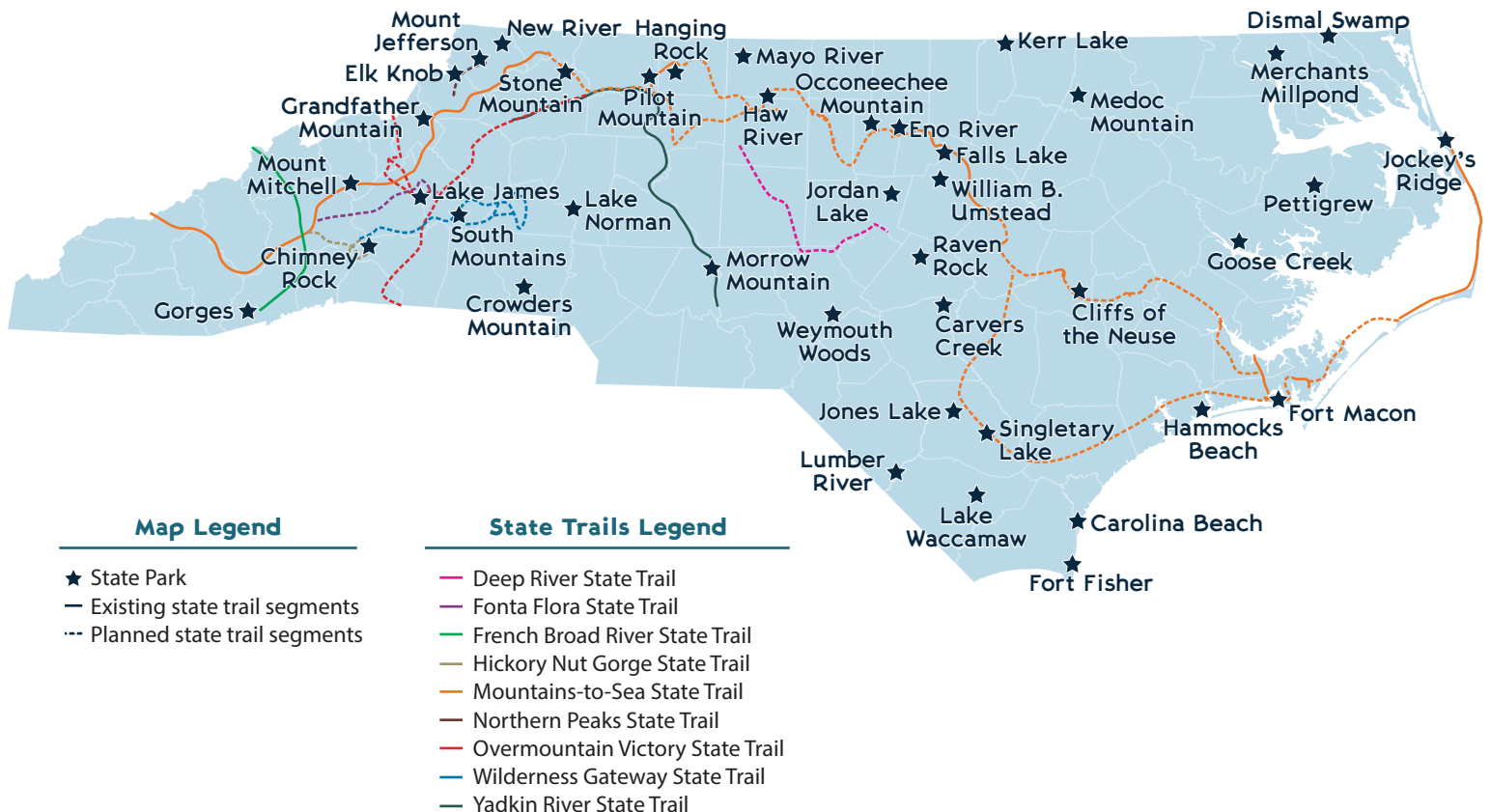
About North Carolina State Parks



There are 41 parks with staff and facilities that are part of the North Carolina state parks system: 34 parks, four recreation areas, and three state natural areas. Our state parks are Naturally Wonderful — and wonderfully diverse. From Gorges State Park on the Blue Ridge escarpment to Jockey's Ridge State Park in the Outer Banks, you'll find mysterious bay lakes, wild swamps, sandhills with their longleaf pine habitats, waterfalls, towering peaks and bold mountain streams.

From the mountains to the coast, the Division of Parks and Recreation administers a diverse system of state parks, natural areas, trails, lakes, natural and scenic rivers and recreation areas.

The division also supports and assists other recreation providers by managing grant programs for park and trail projects, and by offering technical advice for park and trail planning and development. The Division manages the North Carolina Trails System, North Carolina Natural and Scenic Rivers, and the Parks and Recreation Trust Fund.



N.C. State Parks Internship Program Overview



Our internship program will allow applicants to gain the experience needed to establish a career with the N.C. State Parks. Interns will perform a variety of duties to get a feel for the positions to which they aspire. Each intern will keep a weekly journal of their experiences and discuss them bi-weekly with the Diversity and Inclusion Coordinator. Interns will study a plant or animal located at their park and complete an end-of-year presentation on their findings. If their seasonal work is in an office setting, they will present on their area of work. Interns will work on special projects with the Diversity and Inclusion Coordinator as well as meet with leaders in natural and cultural resources.

Program Objectives include:

- Provide valuable learning experience for the interns
- Allow interns to manage a significant level of responsibility
- Enable interns to work approximately 40 hours per week
- Provide a structured “real-world” work experience
- Provide professional mentorship and network opportunities for young adults entering the workforce
- Introduce young adults to N.C. state parks-related career opportunities



N.C. Historically Black College/University Partners

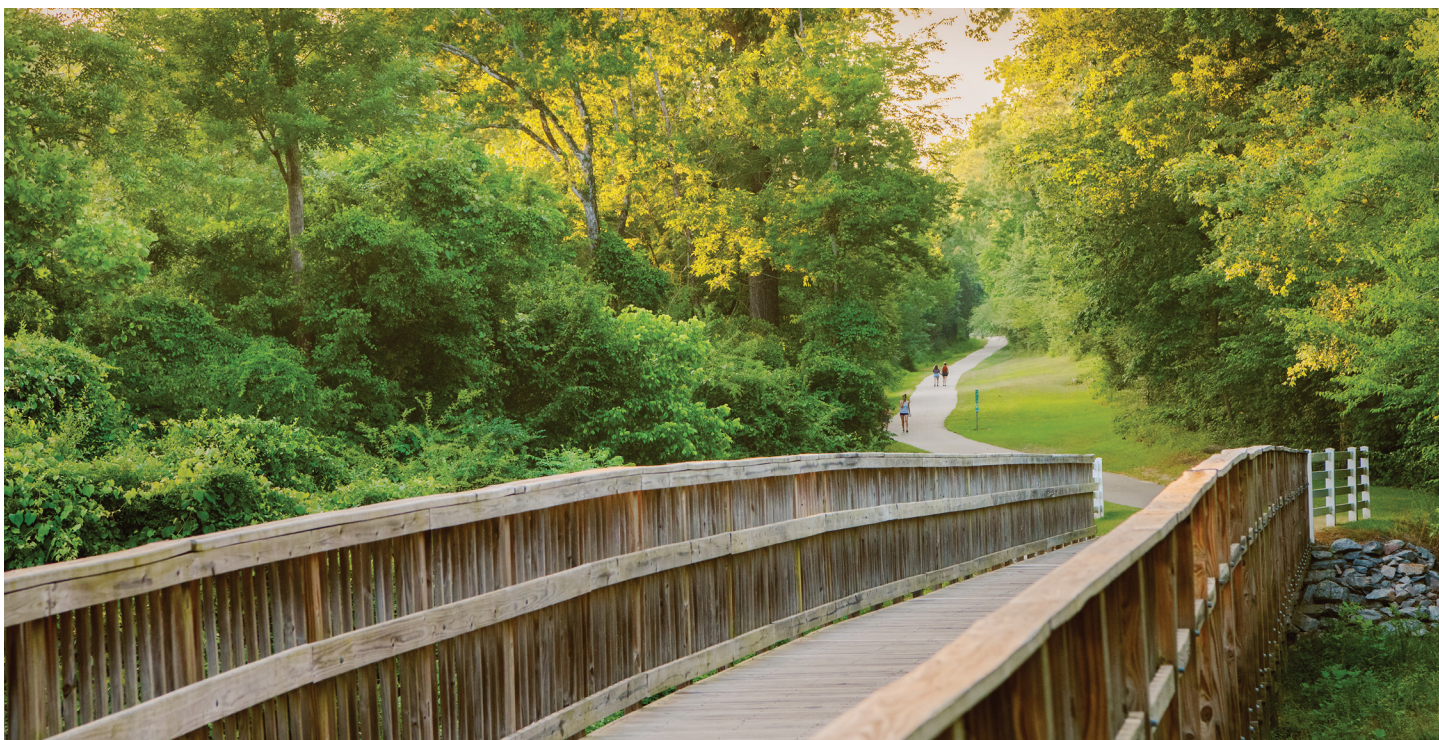
- Bennett College
- Elizabeth City State University
- Fayetteville State University
- Johnson C. Smith University
- Livingstone College
- North Carolina Agricultural & Technical State University
- North Carolina Central University
- Saint Augustine’s University
- Shaw University
- UNC-Pembroke
- Winston-Salem State University



Parks and Recreation, Environmental Science and Biology Partners

- North Carolina State University
- UNC-Greensboro
- Western Carolina University
- UNC-Charlotte
- Appalachian State University





N.C. State Parks Diversity Mission

The N.C. Division of Parks and Recreation supports a work environment that fosters respect and values all people regardless of their race, color, religion, sex, national origin, age, genetic information, disability, sexual orientation, gender identity and expression, or National Guard status. We are committed to **Diversity, Equity, Inclusion, and Access** (DEIA) and want to see this value instilled in all areas of the state parks system.

Desired outcomes:

- Create and sustain an inclusive culture.
- Build a diverse workforce.
- Strengthen community relationships with minority communities through education and access.
- Integrate diversity and inclusion in business partnerships.
- Retain and develop top diverse talent.

Diversity, Equity, Inclusion and Access (DEIA)

Diversity is understanding that everyone is unique and that we must recognize our individual differences and similarities. It encompasses acceptance and respect while embracing various backgrounds, professional experience, skills and specialization, values and culture, and socioeconomic status.

Equity refers to the qualities of justness, fairness, impartiality and even-handedness. This involves factoring in aspects of the system that have put particular groups at a disadvantage. Equity is inclusive equality.

Inclusion is acknowledging, welcoming, respecting, supporting and valuing the authentic participation of any individual or group. It is creating an environment that engages multiple perspectives, differing ideas, and individuals from different backgrounds while providing a sense of belonging.

Access: Access for all, as well as the acknowledgment that for it all to work cohesively, we must integrate access. Integration not only acknowledges the variety of racial and ethnic backgrounds, but it accepts, encourages, and thrives in it.

Job Description

During their employment, interns will be expected to perform job duties from three different roles vital to the maintenance and operation of N.C. State Parks. Performing duties in each of these roles will ensure a well-rounded experience. Internships include weekend and holiday work and many job duties require being outdoors. Interns should be prepared for exposure to varying weather and environmental conditions such as heat, rain, insects and poison ivy.

Interns are expected to perform the following job duties as well as any additional tasks requested by their supervisor.

Naturalist

This role develops and conducts interpretive programs and provides visitor information and services

Duties for this role may include:

- Create and conduct educational programs centered on our unique environment
- Learn and be able to identify the wide variety of flora, fauna, and geologic features found in the park
- Lead guided hikes on the park's beautiful trails while providing answers to any questions that visitors might have
- Work with maintenance-utility staff and rangers to maintain our extensive trail system

Park Tech

This role focuses on the maintenance and operation of a state park.

Duties for this role may include:

- Assist in working concession stands
 - Handling money
 - Interacting with customer
 - Managing inventory supplies
- Assisting rangers in resource management projects
- Supervising volunteers
- Issuing receipts or permits
- Closing the park during the summer
 - Requires working until 9:00 PM

General Utility Worker

This role focuses on a different aspect of state park maintenance and operation and includes groundskeeping and housekeeping work. In this role, interns may have frequent contact with the public and must be prepared to answer questions or assist visitors.

Duties for this role may include:

- Driving a state-owned vehicle
- Cleaning public restrooms
- Picking up litter
- Using commercial lawn mowers, weed trimmers, hand tools and other power equipment

Environmental Technology

Park Administration

North Carolina State Parks



Internship Program Details



The N.C. State Parks Internship Program was created to give minority students a way to gain the experiences needed start a career with N.C. State Parks. Interns in this program will learn the skills needed to work in a professional environment. Leadership, communication, and professional development skills will help these employees to establish sustainable careers with North Carolina State Parks.

Students will be assigned to various state parks across North Carolina. They will participate in meetings and workshops designed to broaden their perspective of public service and state government.

Essential components of the internship include professional development workshops, in which students gain knowledge and skills in resume building, business writing, and networking. Throughout the program experience, students will also work with executive and senior staff to develop important connections that can be utilized for future professional endeavors.

Intern Responsibilities:

- Conduct himself/herself in a professional manner.
- Dress according to agency and position standards.
- Be timely with all required written communication.
- Communicate regularly and effectively with his/her supervisor.
- Complete all paperwork and timesheets in a timely manner.
- Be friendly, courteous and treat everyone in all circumstances with dignity and respect.
- Do not engage in, or advertise, personal or other business while on duty.
- Do not engage in duties that the intern has not been given clearance to perform.
- Maintain confidentiality of participant and coworker information and data.

Transportation and Housing:

Each intern will have to provide their own transportation to work each day and work at the state park assigned. Some State parks have barracks available and can be used by interns.

Barracks Available at These Parks:

- | | | |
|-----------------------|------------------|-------------------|
| ➤ Cliffs of the Neuse | ➤ Jones Lake | ➤ Morrow Mountain |
| ➤ Fort Macon | ➤ Lake Norman | ➤ New River |
| ➤ Hammocks Beach | ➤ Mount Mitchell | ➤ William Umstead |
| ➤ Hanging Rock | | |

Eligibility Requirements

- Applicants must have graduated from high school and completed at least two years of a college degree program
- An education background in environmental science, parks and recreation, biology or other relevant majors.
- Applicants must be willing and able to work full-time for the entire 10-week internship.
- Applicants must be at least 18 years of age and possess a valid driver's license.
- Applicants must be able to provide legal proof of identity and work authorization within three working days of employment.

Timelines and Guidelines for Internship Program

DEI Checklist

Intern Name: _____

Park Assignment: _____

Supervisor: _____

Training Dates – May 23 to August 12

Preparation for Arrival Date

- › PD-107 application
- › Interviews
- › Meet with supervisors of assigned interns (checklist)
- › Assign interns to parks (barracks/commute)
- › **Essay:** How would this program be beneficial to your career path?

Orientation – May 23

- › Get to know your team
- › Seasonal orientation presentation
- › Review employee handbook
- › Discuss special project guidelines
- › Meet parks management team
- › Meet supervisors (*via Microsoft Teams*)
- › Complete human resources paperwork
- › Set up park visit for assigned work location

Start date – May 24

- › ***Weekly meeting every Tuesday at 10:00 a.m.***
 - › Developing a strong work philosophy – 3 weeks
 - › Leadership skills – 3 weeks
 - › Communication: giving and receiving feedback – 1 week
 - › Creating a great presentation – 3 weeks

Midpoint evaluation – July 5

Final Evaluation – August 5

Visit to Natural and Cultural Resources – August 8-9

Presentation date – August 12

- › Inform IT of equipment needs for presentation – August 2.
- › Mock presentation – **August 9**

End of program – August 12

DEI Evaluation – *Evaluation 1-5*

- › Completion of weekly journals
- › Participation at virtual meetings
- › End of year project
- › Supervisor's work evaluation

Total:

Evaluations

Evaluations will be given by supervisor at the midpoint and toward the end of your assignment to evaluate your performance and to allow interns to evaluate our program.

Internship Program Evaluation Form

Intern Name: _____

Intern Dates: _____ through _____
mm/yyyy mm/yyyy

Please answer the following questions:

- What was the most beneficial part of your internship with North Carolina State Parks?
- How do you think this experience will benefit you in the future?
- What was part(s) of your internship could be improved?
- What challenges did you face during your internship?
- Summarize your relevant strengths and weaknesses that you discovered during your internship.
- Please provide any other feedback you think might help us improve the internship program.

Internship Special Project Presentation Guide

Every intern is required to give a presentation before the end of their seasonal employment with North Carolina State Parks. The presentation should outline your employment and gives the audience an idea of your experiences and how you contributed to the parks during your tenure. This guide details what is expected from you during your presentation. Keeping your daily journal will be very important so you have the necessary content for your presentation. The presentation should include the results of your study of a plant or animal found at the park to which you're assigned. IT will provide all equipment needed to produce and present your presentation.

Individual Presentation Content Guide:

- Discuss your college experience and background
- Discuss best experiences during and memories of your internship
- Discuss challenges and how you overcame them
- Plant or animal study details
- Overall experience

Presentation Audience:

- Superintendents
- Senior staff and program leaders

Presentation Attire:

- Professional dress required.